



Developed in Partnership with Quincy Medical Group

Health & Safety Guidance Checklist

Review the 'Restore Illinois' information to determine the expectations of your business in each phase. Then, complete the following checklist to ensure you have taken all steps to provide the three S's (Safety, Separation and Spirit of Being Open) to employees and safely remain open or re-open.

Safety

- Sanitize & disinfect all areas according to CDC guidelines
- Develop routine sanitation plan for common touch areas & equipment according to CDC guidelines
- Limit cash handling and encourage credit/debit card or contactless payment
- Determine wellness screening processes for employees, visitors and/or customers
- Develop procedures for employees that are sick or directly exposed to COVID
- Encourage regular hand washing and sanitation by employees
- Provide at least 60% alcohol-based hand sanitizer
- Avoid common touch items and use disposable where possible

Separation

- Identify ways to ensure social distancing for employees including work from home, staggered schedules and/or workspaces at least 6 feet apart
- Close or modify common areas where employees congregate
- Limit non-essential visitors
- Eliminate non-essential travel
- Identify procedures that limit customer interactions including curbside service, by appointment and/or delivery
- Consider separate operating hours for elderly and vulnerable customers
- Design customer and client spaces to ensure social distancing including floor markings for traffic flow and line spacing, furniture distanced and clear plastic or glass guards

Spirit of Being Open and Staying Open

- Communicate to employees about steps being taken to provide a safe work environment and how procedures are changing to maintain open status
- Communicate new procedures, safety measures and support of 'Opening Up Together' to customers and clients via phone, social media, website or other communication vehicles
- Hang signage at doors to indicate procedures for customers and clients including face masks and social distancing requirements
- Hang signage in restrooms and other key places to encourage hand washing and sanitation
- Hang 'Opening Up Together' sign or decal to indicate support of safety and separation procedures

Date

Name

Business